

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: June 23, 2021

Closing Date: July 1, 2021

DEPUTY STATE SOLICITOR

**Civil Division
New Castle County**

The State of Delaware Department of Justice's Civil Division is seeking a Deputy State Solicitor ("DSS"), who will be one of two Deputy Division Heads. This position will report directly to the State Solicitor. In the absence of the State Solicitor, the Deputy State Solicitor will act as the State Solicitor and is the "senior" Deputy Attorney General under the State Solicitor in the Civil Division's organizational structure for New Castle County. The Deputy State Solicitor will represent the Department of Justice in the absence of the State Solicitor at various court proceedings, meetings, boards, and or commissions for all three counties. The Deputy State Solicitor is required to have advanced legal knowledge of civil common law and statutes, a thorough knowledge of the structure and workings of State government, as well as the policies and practices of the Department of Justice. The Deputy State Solicitor must be able to simultaneously handle complex legal and legislative matters, as well as manage the administration and priority of major assignments, oversee personnel matters and supervise subordinates. The Deputy State Solicitor will plan and develop, recommend, evaluate and implement general operational policies and procedures for the Civil Division in accordance with the Department of Justice standards of operation.

In addition to any other duties as may be assigned by the Attorney General, Chief Deputy Attorney General, or the State Solicitor, the DSS will also be primarily responsible for managing outside counsel procurement and supervising Unit Heads. The DSS will also assist in the smooth and efficient operation of the Civil Division, assist the State Solicitor with the continuous improvement of the quality of legal representation by Divisional staff, and be responsible for substantive legal work as assigned by the State Solicitor.

The most qualified candidates for the DSS position will have substantial experience in managing attorneys in addition to the core competencies set forth above. The Civil Division takes a proactive approach to assisting its agency clients. The successful candidate will have the ability and desire to work with State agencies to independently identify potential legal issues and concerns and will bring that philosophy to each aspect of the DSS's obligations and duties.

Delaware Department of Justice Internal Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources and to the State Solicitor in addition to the Submission Request shown below for all applicants.

External Applicants: Interested External Applicants must submit a Resume and complete the Delaware Department of Justice Application (please see link) in addition to Submission Request shown below. <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

External Applicants can e-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.

Submission Request for All Interested Applicants*:

All Interested Applicants must also submit a confidential personal statement addressing the following topics:

- 1) A brief explanation of the applicant's vision for the Civil Division and how the DSS will assist in achieving and advocating for that vision.
 - 2) The applicant's top priorities if selected as DSS.
 - 3) A short statement describing how the applicant's experience as an attorney has prepared the applicant for a leadership role in the Civil Division.
 - 4) A brief description of the applicant's strengths and weaknesses in relation to the responsibilities, obligations, and duties of the DSS.
- *All Interested Applicants should respond to these topics in a brief and succinct fashion and provide direct responses. For these reasons, written responses must be provided in Microsoft Word[®] format (single spaced, in Times New Roman font, 12 point) and be no longer than 2 pages in total.*